



Small Business Startup Checklist

- Apply for a federal employer identification number (EIN) by submitting Form SS-4
- Apply for S corporation status by filing Form 2553
- Establish your accounting procedures
- Choose your accounting software
- Input all transaction from the beginning of business development into the accounting software
- Open your business bank accounts
- Apply for required permits and/or licenses
 - City of Los Angeles
 - County of Los Angeles
- Consider legal representation
- Select an insurance agent
 - Purchase insurance
- Acquire any necessary furniture and equipment
- Select a payroll processing company
- IT security and file backup protocols
- Develop a marketing plan and begin marketing
 - Website design and launch
 - Social media profiles: Facebook/Twitter
- Have all contractors complete W-9 form
- Is any sales tax applicable in your business? If so, you will need to file a sales and use tax return either monthly, quarterly or yearly. If gross sales are \$17,000 or more annually, you will need to set up a pre-payment account with CA Board of Equalization.